

OCS CHECKLIST

The following documents are required for OCS and make up your “packet”. These requirements are listed in AR 350-51 (US Army Officer Candidate School).

1. **Chain of command endorsements.** Current Company and Battalion Commanders must use the DA Form 61, Part II, for endorsements. All other endorsements should be in memorandum format on a separate sheet of paper.

2. **Official photograph.** Soldier must be in uniform. Soldiers in combat zones may submit photo wearing DCU's.

3. **DA Form 61 (Application for Appointment).** Original required. Do not submit copies. There is space on the form for Company and Battalion Commander endorsements (Part II). In Item 41, Remarks, indicate any leadership positions held in civilian life (Captain of football/baseball/soccer teams, etc) or awards (PLDC honor graduate/soldier of the month/quarter/years) See NOTES below for branch choices. **EMAIL address:** Soldiers who have an Email address should list it in item 17 or 19 of the DA Form 61. **Make sure you enter the appropriate check for items 24, 25, & 26.**

4. **Waivers.** All waiver requests must be submitted on a DA Form 4187 signed by the soldier and his/her immediate commander. Multiple waiver requests may be consolidated on one DA Form 4187 (Sample waiver requests are in AR 350-51).

a. **AGE.** Be between the ages of 18 – 42 (Soldiers who are 30+ should submit an age waiver request with the application).

b. **TIME IN SERVICE.** Soldiers with 10 or more years of active service must request a TIS waiver.

c. **OFFENSES.** Soldiers who have had civil or military offenses must request a waiver. A simple statement such as “I request a waiver of the following offense(s) in order to be considered for OCS.” Provide the following:

Describe offense.

Date and place occurred.

Punishment imposed (if any).

Attach any supporting documentation.

5. **Provide copies of ALL college transcripts.**

OCS requires a minimum of *90 NONDUPLICATE* semester hours of college credits from accredited colleges. This minimum is not waiveable. Have your education center verify your courses.

a. **NO baccalaureate degree** – Submit ALL transcripts and a statement from the installation education center that the transcripts have been reviewed, total number of nonduplicate semester hours completed and overall GPA (if available).

b. **Completed baccalaureate degree.** Submit all transcripts. The transcript for the college that awarded the baccalaureate degree must state that the degree was awarded.

c. **ACE, CLEP, DANTES.** These must be reflected on a college transcript to ensure college acceptability.

Colleges must be accredited. Be careful about pursuing a baccalaureate degree via internet colleges. Many internet colleges are NOT accredited. Over the Internet, colleges that give credit for life achievement are not accredited. Check with your education center first.

A soldier who does not have a baccalaureate degree must include the following statement in Item 41, DA Form 61: “I understand that in order to be promoted to the grade of captain I must possess a baccalaureate degree from an accredited institution.”

6. **ACT/SAT results.** (Required if you do not have a baccalaureate degree.) Minimum ACT score for OCS is 19 and the results cannot be over 6-years old. Minimum SAT score for OCS is 850. Since the new SAT went into effect in March 2005, no minimum score has been established for that new test; therefore, SAT test scores older than 6-years will be accepted. There currently is no waiver for SAT/ACT test results.

7. **Completed DA Form 5339 (Commanders Evaluation).** Ensure company commander describes duties in detail.

8. **Copy of DA Form 705** with at least 2 PT results recorded.

9. Statement of height and weight if not reflected on the DA Form 5339.

10. **Bodyfat statement.** If necessary.

11. **Letters of recommendation** (originals or copies). Do not exceed 4 letters and not over 1-year old at time of application. Do not exceed 1-page each. These letters are optional.

12. **DA Form 1059.** For PLDC, BNCOC and ANCOC only. This is optional.

13. **Enlisted Record Brief or Officer Record Brief (Warrant Officers).** ERB must reflect GT score. A current color photo on the ERB will be sufficient to meet the photo requirement; however, regardless if the ERB has a photo, if a hard copy of a photo is available, submit it also.

14. **Completed DA Form 4255-R.**

15. **Original completed DA Form 4322** (OCS contract).

16. **An original**, signed, verification statement of INTERIM SECRET based on a NACLC investigation or FINAL SECRET clearance and type investigation based on. Or a copy of DA Form 873.

17. **Proof of citizenship** for applicants NOT born in the USA. A signed statement from the commander or personnel officer that naturalization statement has been seen with the date and place of naturalization and naturalization number.

18. **Qualifying physical.**

a. Copy of DD Form 2808 stating soldier is qualified for OCS/appointment UP Chapter 2, AR 40-501. DO NOT send X-Rays of teeth, blood work or any other forms. Applicants with a permanent profile that would prohibit them from running, doing sit-ups and push-ups are not eligible for OCS. The alternate PT test is not given at OCS. Requirement for physical for soldiers in a battle zone (Iraq/Afghanistan) is waived if medical facility is not available; however, if selected for OCS, a physical must be taken upon return to CONUS.

b. Soldiers who have taken a physical and who have NO profile/physical restrictions, may submit a DA Form 3081 (Periodic Medical Examination) in lieu of the DA Form 2808.

c. A qualifying physical is valid for 2-years.

19. Minimum **GT Score of 110**. No waivers.

20. DD Form 785 (if necessary).

21. **IF THE DOCUMENT IS NOT LISTED ABOVE, DO NOT SUBMIT.**

After processing through your chain of command, all the above is to be given to your servicing personnel office for further processing and local board interviews.

NOTES:

Branch choices on the DA Form 61. Be reasonable. 60 - 65% of males should expect to be assigned a combat arms so make wise choices. Males MUST list 2 combat arms branches (AD, AR, IN, FA, EN, or AV). Most popular and hardest branches to receive: AG, FI, MI, MP, MS.

AV – Enlisted soldiers who desire to be considered for flight training must include a copy of a physical bearing the approval stamp of the Army Aeromedical Center at Ft Rucker. Also the results of an AFAST (Minimum passing score is 90). A baccalaureate degree is desired by the branch. Soldiers must be under 32 years of age.

MS – Don't ask for this branch unless you have a baccalaureate degree.

Don't ask for the following branches, they are not available from OCS: CA, SS, AN, CH, DE, JA, MC, VC, SP.

If you have questions, you can contact Mr. Rolland, the HQDA OCS POC at email: rollanda@hoffman.army.mil.
Official OCS web site is at: <https://www.infantry.army.mil/11th>.

Current as of August 2005.